



Record of the Journey
Documentation of Portfolio
Results

Module 6

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Module 6

Getting to Know the Travelers along the Way Gathering Information, Intake & Referral, and Building Resources

Record of the Journey

Documentation of Portfolio Results

Name of participant _____

Program affiliation (including district) _____

Address _____

Phone number (with area code) _____ E-mail address _____

Signature(s), affiliation, address, phone number, and e-mail address of person(s) documenting results:

Date completed and approved _____

Module 6

Getting to Know the Travelers along the Way Gathering Information, Intake & Referral, and Building Resources

Record of the Journey

Documentation of Portfolio Results

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
Module Description Note that the contents of this module are divided into three components: (1) Gathering Information, (2) Intake & Referral, and (3) Building Resources.				<hr/> <hr/> <hr/> <hr/> <hr/>
6.1 Gathering Information View PowerPoint <i>Gathering Information</i> (slides 1-13), engaging in discussion as directed.	Active participation in discussion and activities during PowerPoint as led by the trainer.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
6.2 Routines-Based Interview The routines-based interview is a powerful component in the process of intervention planning. If your district/agency chooses to	Independent outside assignment. Review of materials as			<hr/> <hr/> <hr/> <hr/>

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<p>feel the question is important to ask Mrs. Yonkers.</p> <p>After the participant(s) make their decision, go to slides 29-38 to find out what Mrs. Yonkers thinks.</p>	activity as directed by the trainer.			<hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.6 Gathering Information Post-Quiz</p> <p>Complete the post-quiz. Compare your results to your own pre-quiz, and file both in the portfolio.</p>	Improved score on post-quiz compared to score on pre-quiz.			<hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.7 Intake & Referral Pre-Test</p> <p>Complete the pre-test.</p>	Completion of pre-test.			<hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.8 Intake & Referral</p> <p>View PowerPoint <i>Intake and Referral</i> (slides 1-17), engaging in brief discussion as advised.</p>	Active participation in brief discussion as directed by the trainer.			<hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.9 Describing Tennessee's Early Intervention System</p> <p>Using the intake flipchart <i>Tennessee's Early Intervention System</i>, work in pairs as instructed. One person will play the role of the family member and the other person will play the role of the service coordinator.</p>	Active participation in activity to the satisfaction of the trainer.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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Practice presenting the information as you would to a family. Switch roles if time allows.				_____
<p>6.10 Intake Checklists</p> <p>Read the three checklists outside of training. Follow-up with the trainer or appropriate person in your office with any questions about these procedures.</p> <p>Place these checklists in a notebook to be used as a quick reference as long as needed.</p>	<p>Follow-up with trainer or other appropriate person in the office for resolution of any questions.</p> <p>Verification by trainer of notebook containing checklists 6.10a, 6.10b, and 6.10c.</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>6.11 Form Review</p> <p>Participate as directed in review of forms related to intake and referral.</p>	Active participation as directed by the trainer.			<p>_____</p> <p>_____</p> <p>_____</p>
<p>6.12 Intake Field Observation</p> <p>Arrange an appointment to accompany an experienced service coordinator on in intake visit. Complete the observation form (6.12) following the visit. Share the results with the trainer for discussion and feedback, and place</p>	Satisfaction of the trainer based on follow-up discussion using observation			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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the form in the portfolio.	form.			
<p>6.13 TEIS Overview</p> <p>If recommended by the trainer, review this PowerPoint outside of training. See note pages of PowerPoint for suggested dialogue.</p>	Awareness of optional child find and public awareness tool.			<hr/> <hr/> <hr/> <hr/>
<p>6.14 More Rules for the Road Intake & Referral Post-Test</p> <p>Complete the post-test. Compare your performance with your results on the pre-test.</p>	Improvement in number of correct responses based on pre- and post-test results, to the satisfaction of the trainer.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.15 Building Resources</p> <p>View PowerPoint <i>Building Resources</i> (slides 1-5), engaging in brief discussion as directed.</p>	Active participation in brief discussion as directed by the trainer.			<hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.16 Building Resources Web Assignment</p> <p>It is essential that service coordinators know how to access information and resources of use to families. This assignment will take time to do the appropriate research, and should be done outside of formal training time.</p>	Satisfactory completion of research and development of research guide to be included in the			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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Identify ten specific typical settings in your local area that serve to promote the development and success of infants and toddlers. If you are new to the area, you might need to talk to other service coordinators or families in order to learn what is available in the counties you serve. If you are serving multiple counties, try to include examples from each county. Upon completion, share this with your trainer/supervisor, and place a copy in your portfolio.	are appropriate for promoting the development of infants and toddlers, county-specific if appropriate.			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>6.18 Building Local Resources, Brochures, & Observations</p> <ol style="list-style-type: none"> 1. Review <i>TEIS Directory of Services</i>. 2. Carefully read brochures provided by the trainer to familiarize yourself with local area service providers. 3. Arrange to meet with and/or observe 3-5 key providers of services to children and families in your area completing <i>Service Provider Information-Observation</i> forms (6.18a) as directed. <p>The trainer/supervisor will provide contact information to facilitate scheduling these observations. Afterwards schedule a time</p>	<p>Completion of assigned review of directory and brochures.</p> <p>Completion of assigned observations and forms. Follow-up discussion with the trainer completed as directed.</p>			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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<p>to discuss your observations with the trainer/supervisor or their designee (other experienced service coordinator).</p> <p>Obviously, families would need to be informed and give their consent as appropriate.</p>				<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Additional comments

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